

**Alverno College**  
**Exempt Position Description**

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<b><u>Position Title:</u></b>	Academic Advisor	<b><u>Date:</u></b>	May 2025
<b><u>Department:</u></b>	Academic Advising	<b><u>Status:</u></b>	Full-time/12-month
<b><u>Reports To:</u></b>	Director of Academic Advising	<b><u>Pay Grade:</u></b>	Exempt

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

<b>General Summary:</b>	Academic Advisors provide academic guidance and holistic support to an assigned caseload of diverse undergraduate Weekday College students in a range of majors/programs. Academic Advisors work collaboratively with students to assist them through their academic journey. This includes helping students to understand and take ownership of their academic requirements and progress, teaching students about Alverno's ability-based curriculum, assisting students in exploring/identifying career pathways, navigating issues/concerns and fostering time/life balance. Academic Advisors also are involved with and often coordinate/lead campus-wide advising and retention-focused projects, functions and activities.
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### **Primary Responsibilities**

#### ***Advising/Student Contact***

- Provide one-on-one academic advising to new and continuing Weekday College students across all majors.
- Build rapport with advisees of diverse backgrounds by creating a respectful, supportive and non-judgmental environment.
- Assist students with registration planning, creating a schedule and understanding the registration process.
- Collaboratively develop personalized graduation plans with students. Provide accurate information regarding requirements for graduation.
- Facilitate problem-solving with students regarding academic, career and life concerns. Provide holistic support and resources.
- Facilitate the exploration of majors/career options. Assist students to connect their interests, values and strengths to potential career areas.
- Discuss academic progress/academic status with students especially related to early alert notifications and mid-semester progress reports.
- Create and lead small and large group presentations in classrooms, orientations and other campus settings.
- Familiarize students with campus resources and refer/connect students as needed.
- Provide accurate and timely information to students about College policies and procedures.

***Record Keeping***

- Maintain and update accurate advising notes following student/advisor interactions.
- Determine when advisees are eligible for transition to a faculty advisor and facilitate that process.
- Monitor, proactively investigate and update information in the early alert system regarding advisees.
- Track student progress and registration. Update student information system accordingly

***Administrative Responsibilities/Planning***

- Review new/readmit student transcripts and academic information to determine appropriate course placements. Prepare a registration plan including schedule requirements/recommendations. As needed, enroll students in courses.
- Initiate emails, forms, requests, inquiries and permits in conjunction with student advising follow-up.
- Run reports and enter updates into the student information system as needed.
- Process Student-on-Leaves and Official Withdrawals.
- Become expert on the Weekday College curriculum and requirements. Maintain curricular knowledge through continuous learning and review. Provide leadership and expertise to the updating and creation of Academic Maps.
- Facilitate/lead projects related to cross-campus advising initiatives and student retention/persistence.
- Participate as a member of various college-wide committees/work groups.
- Serve as the Advising Office liaison with discipline and/or academic support departments. Provide support to Faculty Advisors.
- Prepare for meetings of the Undergraduate Committee on the Status of Students by reviewing student academic progress and making academic status recommendations.

***Other Responsibilities***

- Support the overall functions of the Advising Office such as staff meeting scheduling, leading staff retreats and covering the front desk.
- Participate in official College functions when appropriate.
- Be respectful of the College's visions of a balanced and healthy lifestyle strategy which includes the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social and Spiritual.
- Comply with College policies, safety procedures, and maintain clean and orderly work areas.
- Perform other tasks as necessary to support the mission of the College and the Advising Office.

**Qualifications**

- Bachelor's degree with a minimum of 3 years of advising-related work in a higher education setting is required.
- Master's degree in a higher education or a related field is strongly preferred.
- Spanish/bilingual skills are strongly preferred.
- Required to work on-campus and meet with students face-to-face. With approval, some remote hours are possible. Occasional evening/weekend hours.

- Active and empathetic listener.
- Effective communication skills, including via virtual platforms such as Zoom and Teams.
- Demonstrated ability to interact with a diverse community including a wide range of ethnic, multicultural and socio-economic backgrounds.
- Strong organizational skills and the ability to prioritize competing work demands.
- Must be comfortable with frequent interruptions and professionally respond to variations in schedules/plans.
- Ability to work independently, be self-motivated/self-directed and take initiative.
- Demonstrated ability to utilize creative and critical thinking skills when solving problems.
- Ability to communicate and respond professionally in a timely manner with multiple audiences.
- Must be able to establish and cultivate effective and collaborative relationships with students, staff and faculty.
- Robust attention to detail especially related to the complexities of the Alverno curriculum, systems and processes.
- Willingness to “go the extra mile” for students and to act as student advocate.
- Experience with student information systems (especially Ellucian Colleague, Self-Service & Student Planning and Pharos 360) is extremely beneficial. Proficient with Microsoft Office.
- Prior knowledge of Title IX, FERPA, ADA and other regulatory and accreditation requirements helpful.

### **Working Conditions**

- General office environment
- Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds. Requires the ability to speak and hear. Specific vision abilities required by this job include close vision and color vision.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*